School Building Authority of West Virginia CONTRACTOR EVALUATION FORM

(Submit For Each Prime Contractor) SBA FORM 124

PROJE	ECT:	DATE:	
CONT	TRACTOR:PERF	ORMING:	
ITEM	EVALUATION CRITERIA		ALUATION SCORE
1	Contractor communications with the A/E in accordance with the		
2	Quality and timeliness of the submittals acceptable		
	Contractor timely submission, follow, and update a construction	schedule in accordance	
3	with the contract requirements		
4	Material deliveries in accordance with the contractor's schedule		
5	Contractor compliance with the master project schedule		
6	Contractor adequate staffing of the project		
7	Contractor representation at pay/progress meetings by a person v authority	-	
8	Contractor submission of certified payrolls as required by the con-		
9	Materials and workmanship in compliance with the contract docu	uments	
10	Contractors coordination and cooperation with regards to disrupt with the user (where applicable)	ion of facility operations	
11	Delays to the project caused by the contractor		
12	Contractors willingness to actively resolve problems		
13	Contractor ability to coordinate and cooperate with other contract	etors and suppliers	
14	Supervision of the work in accordance with the contract docume		
15	Contractor provision of timely and complete closeout documenta		
	THE FOLLOWING ITEMS SUBMITTED AND/OR COMPLET CANTIAL COMPLETION FORM?	ED BY THE DATE INDICATED	ON THE
16	Accurate and complete record documents (as-builts)		
17	Punch list items		
18	Certificate of operating and training instruction		
19	Complete O&M Manuals		
20	Testing & balancing reports		
Rate the $5 = Exc$	<u>UATION SCORING</u> : e contractors performance based on the following scale: cellent; 4 = Good; 3 = Satisfactory; 2 = Less than Satisfactory; 1 = ents are required if any score is less than 3	Unacceptable; N/A = Not Applic	able
EVAL	UATOR:	DATE:	
SBA R	REPRESENTATIVE:	DATE:	

Each prime contractor performing services on SBA projects shall be subject to performance evaluations. The SBA may also request subcontractor evaluations if there are patterns of poor performance. This, along with the SBA contractor qualification statement, will be used to determine the contractors continued participation in SBA funded projects. All evaluations shall be submitted on the SBA Contractor Evaluation Form (SBA 124 – revised). Contractor performance evaluations are a key component in determining contractor performance and suitability for future contract awards.

Contractor performance evaluations will be used in the review of a contractor's responsibility status in accordance with SBA Policy. The SBA will provide the contractor with a copy of all processed forms upon request. The contractor may respond in writing to the SBA regarding any evaluation. Responses will be reviewed and placed in the Contractor's Qualification File at the SBA office.

E-MAIL THIS FORM

This form may be submitted electronically. Attach a completed form to an e-mail addressed to the specific SBA Project Manager for the affected project. All SBA e-mail addresses are available on our website: www.wvs.state.wv.us/wvsba.

COMMENTS: (Required for any score less than 3)

REFERENCE			
ITEM	COMMENT		
	001.21.221.12		

Continue if required

$\begin{tabular}{ll} \textbf{COMMENTS:} & \textbf{(Required for any score less than 3) - continued} \\ \end{tabular}$

REFERENCE	
ITEM	COMMENT
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SBA124 Revised 9/2015